

2008-2009 School Board Officers Instructions

Information Update Due Date: November 1, 2008

**Complete data collection on the web at <http://www.edinfo.state.ia.us/>
ID and password are the same as for the BEDS**

If you have any questions, contact Denise Ragias at:

Phone: (515) 281-4600
FAX: (515) 281-8777
E-mail: Denise.Ragias@iowa.gov

Start-up screen

USER ID is your school's eight-digit district number, typed without any spaces or dashes.
PASSWORD is the same as the password assigned to your school for the BEDS website.
Click on the **submit button** to go to the next screen.

Application menu screen

Click on the gray bar labeled **School Board Officers** to enter into the forms section of this website.
Click on the gray bar labeled **Exit** to leave this screen and return to the start up screen.

Certification

The final step is to complete the certification summary form to indicate that the information submitted on the web site is complete and accurate. After reviewing all of the entries, submit the list of School Board Officers by clicking on the **Certify button**.

Corrections

Corrections can be made to the listing of school board officers for changes in board membership at any time during the year. The School Board Officers data collection is always "available" and does not go to "browse only" mode.

Summary and Entry Forms

The on-line program begins on the School Board Officers summary page. The summary form is also the certification form.

Click on the add button to go to an entry form.

On the entry form, enter the board officers, one officer at a time. After each officer is entered, click the update button, and then click the add button to enter the next officer. Continue this process of "add-update" until all officers have been entered.

Title. Select the officer's title from the dropdown menu. The choices are:

President
Vice-president
Board Secretary (if separate)
Board Treasurer (if separate)
Board Secretary/Treasurer (if combined)
CFO/Business Manager

Board member (select as many times as necessary to list all board members)

Enter the CFO/Business Manager even if it is the same person as the Secretary or Treasurer. Do not enter the superintendent as the CFO/Business Manager.

Last Name.

First Name.

P. O. Box, Street Address, City, and zip code. Enter the home address for the president, vice-president, and board members. Enter the official school address for the secretary, treasurer, and CFO/Business Manager.

State. Iowa has been entered for you.

Email. If the district provides separate official email addresses for board officers, enter those emails. Otherwise, enter the home email for board members. Enter the official school email address for the secretary, treasurer, and CFO/Business Manager.

Phone. Enter the home phone number for the president, vice-president, and board members. Enter the official school phone number for the secretary, treasurer, and CFO/Business Manager.

Term End. Enter the month and calendar year in which the term of the president, vice-president, and each board member ends. Leave blank for secretary, treasurer, and CFO/Business Manager.

Certification

After reviewing the entries, click the certify button. Clicking the “certify” button on the web based data collection, signifies signing the certification form and no further paperwork is necessary to send to the Department of Education.

The district or AEA can edit its School Board Officers data collection year round, but it must update the information at least once after October 1 and before November 1.